

## **D&Q CO. LTD., GUIDELINES ON WORKPLACE PREVENTION AND CONTROL OF COVID 19**

### **Introduction**

The world is presently experiencing a “Pandemic Corona Virus Disease” (COVID 19) that brought many people into health crises and deaths, and economic recession. There are no vaccines available yet to prevent such occurrences.

Pandemic Cor1 was move to Pandemic Cor2 as of May 10, 2020.

Even when the COVID 19 Crisis will be over, the threat of being contaminated remains. There are still threats of COVID 19, health issues and the continued operation of the company requires alternative measures of working. This will be the NEW NORMAL.

These below protocols are based on The Employers Council, Department of Public Health and Social Services guidelines.

### **Objectives :**

- 1.) To ensure health care and well-being of management and employees following the health care protocols of The Employers Council and DPHSS for COVID 19;
- 2.) To sustain the continued operations of the company.

### **New Normal of Working :**

The following are the identified so called “New Normal” that have to be followed in the Workplace :

- 1.) Social Distancing - or physical distancing means keeping space between yourself and other people outside of your home. To practice social distancing, WHO guidelines are :
  - Stay at least 6 feet (about 2 arms length) from other people.
  - Do not gather in groups

- Stay out of crowded places and avoid mass gatherings.
- 2.) Modified Work Arrangements
    - Work from Home
    - Skeletal Work Force
    - Work Hour Shifts
  - 3.) Wearing of Face Masks Inside and Outside the Workplace
  - 4.) Regular Washing of Hands

**Assumptions :**

- 1.) Each Team Member is responsible in following the guidelines and protocols and keeping himself safe and healthy at all times.
- 2.) Department Managers are responsible in monitoring their team members' work performance thru set standards and ensuring that their team members follow the health protocols and guidelines strictly.

**Proposed Guidelines and Protocols :**

**1. On Workplace Safety and Health**

- 1.1. All employees shall wear face masks at all times and remove the same only when eating and drinking. The Company shall provide disposable face masks. For employees that do field work, the company shall provide face shield.
- 1.2. All employees shall have their temperature checked twice (2x) a day prior to entering the main office in the morning and after lunch.
- 1.3. The office main entrance door will remain locked at all times.
- 1.4. Any Team Member who is not feeling well is strongly discouraged to come to work, but should :
  - Stay at home
  - Take adequate rest and plenty of fluids

- Seek appropriate medical care if there is persistent fever, when difficulty of breathing has started, or when he/she becomes weak.
- 1.5. Team Members must use the hand sanitizer prior to clocking in and out on the the biometrics/time clock.
  - 1.6. Disinfection of the office before start of work hours in the morning and at the end of the day. On the other hand, Team Members shall be responsible in disinfecting their work areas, including but not limited to telephones, laptops/computers, chairs, desks and dividers. The company shall provide disinfectant wipes.
  - 1.7. Employees are not allowed to linger or stay in the office premises when they don't need to, or if they've clocked out for the day. They will need to leave the company premises.
  - 1.8. Handwashing soap and/or sanitizers shall be made available in common areas such as, pantry, office lobby and executive restroom. Everyone is enjoined to regularly to wash hands and not touch eyes, mouth, and nose.
  - 1.9. Because of the limitation in the size of our pantry which can accommodate at least only 5 sitting persons at any one time with physical distancing, Team Members are allowed to eat their lunch in their work areas provided that proper waste disposal and hygiene is observed. Food that is not consumed should be disposed in the garbage bins in the pantry area. Food and dirty utensils should not be left on work tables after work.
  - 1.10. In adherence on customer pick up, we will continue to set schedule time of the pickup in the warehouse, and we will still be using the canopy set up by the old warehouse to assist customer.
  - 1.11. Physical distancing shall be observed during face to face meetings. Only 6 persons are allowed to meet when using the conference room. Masks should be used during these meetings. Preferably avoid or limit face to face meetings or use of virtual meetings (Skype or Zoom).

1.12. **For Warehouse:**

- a. Trucks shall be disinfected with sanitizing wipes in the morning and before the end of the day. (Door handles, steering wheels, gear shifter, chairs).
- b. Trucks are washed down at the end of the week.
- c. Forklifts are to be sanitized every morning. Forklift tires are flushed out on a daily basis.
- d. Hand trucks (dollies) are to be sanitized morning and end of the day.
- e. All warehouse personnel should wear masks all the time, follow physical distancing, regularly wash hands for 20 seconds as directed by DPHSS especially after handling cargo. In handling cargoes, they have to use gloves.
- f. Our drivers should not only wear face masks, but also face shield, gloves.
- g. Physical distancing and use of face masks should be strictly followed all the time not only by warehouse personnel but also by then Trucker's personnel.
- h. Trucks and Truckers' personnel are not allowed to linger or stay in the warehouse when loading and documentation has been done. Similarly, upon finishing work, employees should be asked to leave the warehouse premises.
- i. At the end of the work day, the warehouse personnel are to disinfect the office and the area used by the truckers.

1.13. It is not only the physical well being of an employee that needs to be take cared of but most importantly is his/her emotional / mental well being. Managers / Immediate Superiors should be sensitive in recognizing symptoms of anxiety, depression, and the like. Immediately report this to HR.

## **2. On Reducing Risk of Infection from Covid-19**

2.1. To reduce risks of infection WHO's standard recommendations to prevent infection spread include :

- regular and proper hand washing,
- covering mouth and nose when coughing and sneezing, and,
- social distancing (at least 1 meter or 3 feet distance between yourself and anyone else).
- avoiding contact with anyone showing symptoms of respiratory illness such as coughing and sneezing.
- avoiding touching the eyes, nose and mouth.
- practice good respiratory hygiene by covering your mouth and nose with your bent elbow or tissue when you cough or sneeze.

2.2. In the event that a Team Member is suspected of having Covid 19, he/she shall be asked to stay at home in isolation. He can consult with Medgate, a Telemedicine facility of Intellicare. Team Member should report his/her condition to his Dept Manager / Immediate Superior and HR .

## **3. Information Dissemination and Implementation of Protocols**

3.1. Reminders on the health protocols such as use of face mask, hand washing, social distancing should be posted in areas to be seen by everyone. Preferably each work station is provided with these reminders.

3.2. Managers and/or Immediate Superior are responsible in reminding their Team Members on following the health protocols.

3.3. As the pandemic created a change, Managers and Team Members shall be provided with reading materials on how to manage / cope with the change.

